



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

DIRECTOR, ANIMAL SERVICES

Class No. 002112

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■ CLASSIFICATION PURPOSE

To provide animal regulatory and health services to unincorporated San Diego County and those incorporated cities that contract for services; and to ensure the protection and health of animals and people.

■ DISTINGUISHING CHARACTERISTICS

This is an executive management class characterized by responsibility to direct the administration of all services and operations provided by the Department of Animal Services.

■ FUNCTIONS

**The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Plans, directs, organizes, coordinates, and evaluates the overall activities of the Department of Animal Services involved in enforcing protection regulations and providing animal care services.
2. Administers and negotiates service agreements with representatives of contracting cities and evaluates contract performance.
3. Directs the development of cooperative service programs concerning the care of wild and domestic animals.
4. Plans and directs the control of diseased animals and predatory animal populations.
5. Directs the planning, implementation, and sponsoring of public education and public relations programs that provide information and promote animal care services activities.
6. Develops the department's annual budget and monitors revenue and expenditure transactions.
7. Conducts fiscal analysis and prepares cost projections.
8. Identifies operational problems and formulates appropriate solutions.
9. Acts as liaison with other public and private agencies and provides information to the media, public, and agency representatives on departmental activities.
10. Supervises subordinate staff.
11. Provides high quality service to County employees, representatives of outside agencies, and members of the public.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Laws, codes, and regulations related to the control, protection, and care of a variety of domestic and wild (predatory) animals.
- Operations and management of animal control shelters and field services.
- Policy/procedure development and implementation related to animal control enforcement, service programs, and administration.
- Principles and practices of supervision and training.

- Principles and theory of public administration including general administration, human resource management, fiscal management, and accounting.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Plan, organize, direct, and evaluate the overall activities of departmental staff involved in regulatory enforcement, animal care/licensing services, and administrative activities.
- Administer and negotiate service agreements with representatives of contracting cities and evaluate contract performance.
- Identify and resolve departmental operational problems.
- Prepare annual budget and monitor revenues and expenditures.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give public presentations on the department's activities, functions, and issues.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.
- Effectively communicate orally and in writing.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills, and abilities listed above. Examples of qualifying education/experience are: a bachelor's degree from an accredited U.S. college or university or certified foreign studies equivalent in public administration, business administration or any other related field; AND five (5) years of experience in a leadership position with executive-level accountability for enforcing animal welfare regulations and providing animal health services (including budget responsibility) in a large public agency.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Works indoors in adequate workspace with adequate temperature, ventilation, and lighting. Fieldwork may include visiting businesses and attending off-site meetings.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

**Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).**

**New: January 27, 1982  
Re-titled: February 25, 2003 (from Director, Animal Control)  
Reviewed: Spring 2004**